

Code 20 Regional Facilities

Admin Responsibilities

- **Process Personnel Actions -**

- Awards

- Reassignments

- Details

- Promotions Perm/Temp

- LWOP

- Liaison w/HRO

Code 20 Regional Facilities

Admin Responsibilities

- Process & Track Training/Travel Requests
- Process Security Clearance Requests & Visit Requests
- Process Annual Service Maintenance Service Contracts for all Office Equipment

Code 20 Regional Facilities

Admin Responsibilities

- **Manage & Maintain Inventory for Office Equipment**

Computers/Printers

Zerox Machines

Fax Machines

Scanners/Digital Senders

Office Phones

Cell Phones/Pagers

Gov't Vehicles

Code 20 Regional Facilities Admin Responsibilities

- **Provide Weekly Report to the Deputy/PWO**
- **Manage the Code 20 Budget**
- **Manage Code 20 Naval Correspondence in Access Database called Cortrack**

Code 20 Regional Facilities

Admin Responsibilities

- **HRO**

- Personnel Actions

- Labor Relations

- Classification

- Staffing

- **Manage PWC Programs**

- Performance Appraisals